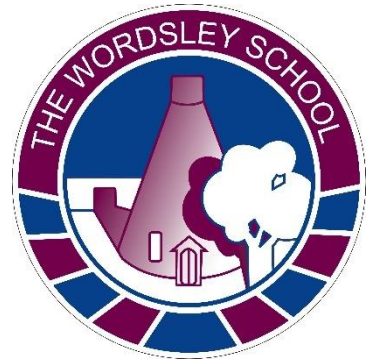


School Business Manager Application Pack



The Wordsley School

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Welcome

Thank you for your interest in this post and for taking the time to look at this Application Pack.

The Wordsley School is a great place to work. What makes our school so special is the people. People make schools, and at Wordsley, we have great ones. Staff really care about young people and each other, always going the extra mile. The children we work with are friendly, enthusiastic and refreshingly honest. However, many of those students and their families have significant barriers to overcome if they are to be successful. I have worked at Wordsley for 18 months now and really feel that I have joined a family.



The unique sense of 'community' sets our school aside from any other schools. As a group of over 60 teachers and 50 additional non-teaching staff, every single adult in the school has a critical part to play in our school and the sense of purpose that underpins everyone's individual contribution is what makes for our working environment so collaborative and supportive. If you decide to apply for a position with us, you will be joining a committed team of staff who make it their business to excite and inspire our pupils, providing them with the very best opportunities to be successful.

We are very optimistic about our future and the successful applicant for this post will join the school during a very exciting phase of our development. We have made great strides in overcoming the challenges that post-Covid education have presented. We are in the process of joining the Stour Vale Academy Trust, which our new Business Manager will play a key role in helping us to navigate. We are incredibly excited to be joining Stour Vale, as they share the same values and approach to education as us, namely integrity, collaboration, respect and excellence. We try to do things the right way here and so do Stour Vale.





The role of School Business Manager is a vital one, which helps to ensure the smooth and successful operation of the school. As School Business Manager, through the leadership of your team, you will oversee all aspects of the school's business, including catering, finance, HR, IT, site and the school's additional income generation through its lettings and community adult education provision – Learning for Life. Our school is forward-thinking and creative, and as a key member of the school's Senior Leadership Team (SLT), you will make a significant contribution to the future success of our school.

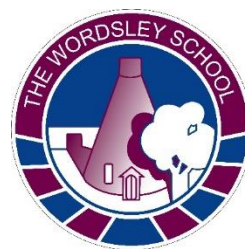
I would strongly encourage you to take the opportunity to come and visit the school prior to applying and to meet with me. All visits will consist of a tour of the school site with me, providing you with the opportunity to see our school and ask any questions that you may have in support of your decision making. If you would like to arrange a visit, please contact Rachel Potter (PA to the Headteacher) by email (rpotter@wordsley.dudley.sch.uk) or telephone (01384 816015) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

Beyond this, if you would like to apply for the post, please do so by applying at <https://www.wmjobs.co.uk> Your supporting statement should be a maximum of two sides of A4 and should outline how you feel your experience, skills and attributes will enable you to make a significant impact in the advertised post. The deadline for applications is **3:00pm on Monday 3rd February 2025.**

I look forward to hearing from you.

Ashley Weatherhogg
Headteacher

Job Description

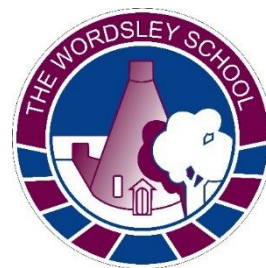


Post Title:	School Business Manager
Responsible to:	Headteacher
SLT line management responsibility for:	Capital development Finance HR IT Learning for Life Site School operations (catering and Sports Centre) Health & safety (including First Aid)
Working hours:	Full time (37 hours per week and all year round) Flexible working can be considered
Salary/Grade:	Non-teaching staff pay scales (Grade 12, point 40: £49,764)
Notice period:	3 months

Purpose

- To be responsible for the leadership, management and development of the staff for whom this role has line management responsibility.
- Strive to ensure that all staff, for whom the postholder has line management responsibility, model the school's ethos and culture.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework.
- Strategically ensures the most effective use of school resources.

Specific duties



Capital Development

- Strategically conceive and develop funding opportunities for capital development projects as agreed with the Headteacher.
- Coordinate the preparation of bids for capital development opportunities.
- Manage and coordinate capital developments across the site, in a way that minimises the impact on the smooth operation of the school.
- Provide advice and guidance relevant to this area of responsibility to other employees and external parties (as appropriate).
- Develop and review relevant policy and practice, specific to this area of responsibility.

Catering

- Liaise as appropriate with the Catering Manager to ensure that the school's catering facilities or healthy food choices for pupils and represent good value for money.
- Ensure that the school's Catering provision operates seamlessly in tandem with the rest of the school's operations.
- Line management responsibility for the Catering Manager and Lunchtime Supervisors.

Finance and Resource Management

- To ensure the school has rigorous and robust financial systems, with high levels of control.
- Attend all Full Governing Body meetings and all the Finance & Premises and Personnel committee meetings.
- To support the Headteacher in the preparation of an annual budget and rolling 3-year budget forecast.
- To monitor and evaluate these budgets, providing the Headteacher with regular updates regarding areas of significant overspend or underspend, whether this be projected or actual and in consultation with the Headteacher, agree any corrective action necessary.
- Responsibility for the completion of the school census.
- Line management responsibility for the Finance Manager.
- Lead on procurement for the school, including providing relevant advice and guidance to other employees.
- Provide advice and guidance relevant to this area of responsibility to other employees and external parties (as appropriate).
- Develop and review relevant policy and practice, specific to this area of responsibility.

HR

- Establish, implement and monitor a HR strategy.
- Ensure that safer recruiting processes are appropriately implemented and recorded accurately.
- Responsibility for the school's Single Central Record and advise the Headteacher of any related issues.

- Ensure that the HR function adequately supports the needs of the school's SLT in the recruitment and retention of staff.
- Respond to ad-hoc requests from the Headteacher relevant to the dynamic nature of this area of the school's provision.
- Responsibility for GDPR compliance and liaison with the Data Protection Officer.
- Provide advice and guidance relevant to this area of responsibility to other employees and external parties (as appropriate).
- Develop and review relevant policy and practice, specific to this area of responsibility.

IT

- Establish, implement and monitor a long-term IT strategy for the school.
- Line manage the Network Manager.
- Provide advice and guidance relevant to this area of responsibility to other employees and external parties (as appropriate).
- Develop and review relevant policy and practice, specific to this area of responsibility.

Site Team

- Follow sound practices in estate management and grounds maintenance and relevant compliance.
- Ensure that buildings and grounds are maintained in a safe, clean and tidy condition.
- Ensure that the building is secured effectively both during the school day and also outside normal working hours.
- Ensure that all site-related health and safety protocols (including cleaning) are followed.
- Overall responsibility for emergency evacuation and lockdown procedure.
- Responsibility for the operation and provision of school vehicles.
- Line management responsibility for the Site Manager.

Lettings and Community Adult Education Provision (Learning for Life)

- Responsibility of the school's Learning for Life provision (lettings and adult education).
- Line management of the Learning for Life Operation Manager.

Special Conditions

Participate in the local area School Business Manager Forum.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

[A] Qualifications, professional development, knowledge and skills

Attributes/qualifications	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<ul style="list-style-type: none"> Relevant educational qualifications at school/college/university Educated to degree level or other relevant experience Relevant business/administrative qualifications Professional management qualification Recognised professional accounting qualification Recognised School Business Manager qualification or working towards this (Level 4/5 diploma for School Business Management) Fellow of Institute of School Business Leadership Relevant professional development qualification(s) Ability to competently use Microsoft Office packages, to include Word, Excel, PowerPoint Ability to competently use management information systems Ability to easily assimilate financial information and create financial reports Able to plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards Knowledge of the current school funding system 	E E E D D E D E E E E E	A A A A A A A A A A A/I/R I

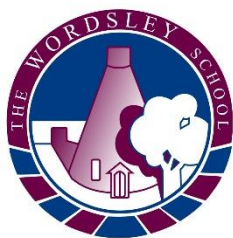
[B] Professional experience

<ul style="list-style-type: none"> Experience in working in a secondary school Experience in working with governors Understanding of the current Ofsted framework Understanding of Child protection/safeguarding Able to plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards Able to analyse school performance data rapidly and with a high degree of accuracy, drawing logical conclusions and recommendations for further action Able to analyse legislation and other complex documents, summarising required actions for multiple audiences Experience of working in the following areas: <ul style="list-style-type: none"> ➤ Administration ➤ Capital development ➤ Catering ➤ Data protection ➤ Finance 	D D D D E E E D D D D D D	A A A/I A/I A A/I A/I A/I A/I A/I A/I A/I A/I
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➤ HR	D	A/I
➤ IT infrastructure	D	A/I
➤ Site/premises		

[C] Personal Skills and Attributes

• Outstanding oral communicator	E	I
• Written communications are appropriate for the intended audience and grammatically correct	E	A/I
• Motivate and inspire colleagues	E	I
• Demonstrates dynamism and creativity in solving problems	E	I
• Ability to meet deadlines	E	R
• Is aware of their own strengths and areas for further development	E	I
• Resilient and able to accept constructive feedback from others in order to further improve performance	E	R
• Maintain calm in a crisis and make sound judgements	E	I
• Able to prioritise tasks effectively and efficiently	E	I



The Wordsley School

The Wordsley School

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